Texas Education Agency
Standard Application System (SAS)

2014-2016 Technology Lending Program Grant

		FOR TEA USE ONLY
Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	Place date stamp here.
Submittal information:	**Four** complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494	
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Campus name/#	Amendment #
Queen City ISD	034907	JK Hileman Elementary/Morris Upchurch Middle School	

Vendor ID #	ESC Region #	US Congressional District #	DUNS #
1-75-6002283	08	TX-004	055944524

Mailing address	City	State	ZIP Code
PO Box 128	Queen City	TX	75572

Primary Contact

First name	M.I.	Last name	Title
Dr. Angela		Gutsch	Superintendent

Telephone #	Email address	FAX #
903-796-8256	agutsch@qcisd.net	903-796-0248

Secondary Contact

First name	M.I.	Last name	Title
Charlotte		Williams	Assistant Superintendent

Telephone #	Email address	FAX #
903-796-8256	cwilliams@qcisd.net	903-796-0248

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Dr. Angela		Gutsch	Superintendent
Telephone #	Email address		FAX #
903-796-8256	agutsch@qcisd.net		903-796-0248

Signature (blue ink preferred)   Date signed

Dr. Angela Gutsch

Only the legally responsible party may sign this application.

701-14-107-039

Schedule #1—General Information (cont.)

County-district number or vendor ID:034907	Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	☒	☒
2	Required Attachments and Provisions and Assurances	☒	N/A
4	Request for Amendment	N/A	☒
5	Program Executive Summary	☒	☐
6	Program Budget Summary	☒	☐
8	Professional and Contracted Services (6200)	☐	☐
9	Supplies and Materials (6300)	☐	☐
10	Other Operating Costs (6400)	☐	☐
11	Capital Outlay (6600/15XX)	☐	☐
12	Demographics and Participants to Be Served with Grant Funds	☒	☐
13	Needs Assessment	☒	☐
14	Management Plan	☒	☐
15	Project Evaluation	☒	☐
16	Responses to Statutory Requirements	☒	☐
17	Responses to TEA Requirements	☒	☐

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID:	Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.
Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
X	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
X	I certify my acceptance of and compliance with the program guidelines for this grant.
X	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
X	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID:	Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances

X   I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the applications is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-Feburary 1, 2015), and that 100% of the funds will be expended no later than the end of the 1st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment

County-district number or vendor ID:	Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration Grant Management Resources page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

#	Schedule #	Class/ Object Code	A Grand Total from Previously Approved Budget	B Amount Deleted	C Amount Added	D New Grand Total
2.	Schedule #8: Contracted Services	6200	$	$	$	$
3.	Schedule #9: Supplies and Materials	6300	$	$	$	$
4.	Schedule #10: Other Operating Costs	6400	$	$	$	$
5.	Schedule #11: Capital Outlay	6600/ 15XX	$	$	$	$
6.	Total direct costs:		$	$	$	$
7.	Indirect cost (%):		$	$	$	$
8.	Total costs:		$	$	$	$

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Schedule #4—Request for Amendment (cont.)			
County-district number or vendor ID:		Amendment # (for amendments only):	
Part 4: Amendment Justification			
Line #	# of Schedule Being Amended	**Description of Change**	**Reason for Change**
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 034907	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

An assessment of the district's programs allowed for an examination of various criteria including STAAR scores, district benchmark scores, content knowledge of teachers and other variables that were found to be significant in affecting student need. The following is a brief rationale for selection of Grades 3 and 4 English Language Arts and Math Students as well as 8th grade Social Studies students as targeted for this grant. The information below provides a description of the content area needs with regard to the technology lending program.
J.K Hileman Elementary is in stage 1 school improvement for low performing economically disadvantaged students in both Math. Locally, the campus is struggling to meet the needs of the economically disadvantaged students in Reading as well. Currently the student teacher ratio is 18:1 in both of these areas. Local objectives have been set to ensure that the campuses increase the number of students who will 1) advance to the following grade level 2) increase their scale scores 3) increase passing standards and 4) increase advanced achievement rates.

Morris Upchurch Middle School is locally in need of creative ways to increase passing standards on the 8th grade social studies STAAR tests. The campus has struggled with meeting the needs of its economically disadvantaged students in this area as well. Currently the passing rate for this test is the lowest in the district.

The district will use grant funds to give technology access to students in grades 3 and 4 to improve the quality of Math and Reading instruction and to better prepare economically disadvantaged students to meet standards on the STAAR test. Progress will be monitored through internal systems built into the web-based software (V-Math, Math Facts in a flash, Istation and Accelerated Reader) in addition to locally designed 6 week fluency and benchmark tests.

In the 8th grade, grant funds will be used to provide technology access to economically disadvantaged students in an effort to provide them with intervention programs specifically geared to Grade 8 Social Studies content.
Progress will be monitored through locally designed 6 week tests.

All grade 3,4 and 8 students will be given access to tablets, loaded with wireless 4G (for internet access) and the digital media that has been purchased or procured to assist in meeting the needs of individual students. For grades 3 and 4, the district already has access to the web-based programs the students are used to using. For grade 8, the district will look into procuring ipad declaration, pass the past and other applications for use on mobile devices. All applications added to the devices specified for 8th grade will assist students in learning or accelerating information needed to be successful on the 8th grade Social Studies STAAR test.

Currently there is no portable digital media available to students to access these types of applications and the district has limited check out availability. Students may infrequently check out laptops from their campus library for a very specific purpose but these devices DO NOT have web access. Since we are a rural school district, internet connection is spotty at best in most homes. AT&T does not even work in our area. Most homes still have satellite and/or dial up connections which makes web-based programs not accessible to students. If awarded, the grant would serve to allow many students the ability to utilize current state provided web-based programs from their homes.

Instructional staff will include 4 Reading and 4 Math teachers at JK Hileman and 1 8th grade social studies teacher at Morris Upchurch Middle School. Each of these teachers holds a bachelor's degree and texas certification in the respective content areas. Selected staff will attend professional development training specifically aligned to improve content knowledge in their teaching areas as well as to align digital content with lessons being given in class. Common planning time will be given once a week for teachers to collaborate on this alignment.

We have 4 campuses all in need of standard technology, let alone technology lending. At this time the only technology available for lending are a few outdated laptops and standard calculators at the upper grade levels. We have prioritized the need for lending to these grade levels because of our need to reach the economically disadvantaged population. We want to give our students another way to learn. Our success rate at these grade levels with regard to our economically disadvantaged students has been less than stellar. We would like the opportunity to give these students options with

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Schedule #5—Program Executive Summary (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

regard to their learning and this opportunity provides the learning in a fun and enjoyable way. This will also provide students not meeting standards in grades 3-4 math and grade 8 social studies, an additional way to re-connect with their learning.

We will provide equitable access to internet through the use of tablets equipped with wireless service. All students, including economically disadvantaged and special needs students will have the same access to lending. This program facilitates the "access for all students and teachers to highly functional technology" portion of our Technology 3 year plan on file with TEA.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 034907		Amendment # (for amendments only):				

Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32

Grant period: October 1, 2014, to August 31, 2016		Fund code: 410				

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	
Schedule #8	Professional and Contracted Services (6200)	6200	$	$	$	
Schedule #9	Supplies and Materials (6300)	6300	$	$	$	
Schedule #10	Other Operating Costs (6400)	6400	$34191	$	$34191	
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	$62233	$	$62233	
Total direct costs:			$96424	$	$96424	
Percentage% indirect costs (see note):			N/A	$	$0	
Grand total of budgeted costs (add all entries in each column):			$	$	$	

Administrative Cost Calculation

Enter the total grant amount requested:	$96424
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:	$14464

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 034907	Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

	Expense Item Description	Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	$0
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	$0
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: ☐ Salaries/benefits ☐ Other: ☐ Networking (LAN) ☐ Other: ☐ Computer/office equipment lease ☐ Other: ☐ Building use ☐ Other: ☐ Copier/duplication services ☐ Other: ☐ Telephone ☐ Other: ☐ Administrative ☐ Other:	$0
a.	Subtotal of professional and contracted services (6200) costs requiring specific approval:	$0

Professional Services, Contracted Services, or Subgrants Less Than $10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1		☐	$
2		☐	$
3		☐	$
4		☐	$
5		☐	$
6		☐	$
7		☐	$
8		☐	$
9		☐	$
10		☐	$
b.	Subtotal of professional services, contracted services, or subgrants less than $10,000:		$0

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000

	Specify topic/purpose/service:	☐ Yes, this is a subgrant
	Describe topic/purpose/service:	

	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
1	Contractor's payroll costs	# of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services		$
	Contractor's supplies and materials		$
	Contractor's other operating costs		$
	Contractor's capital outlay (allowable for subgrants only)		$
		Total budget:	$0

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Schedule #8—Professional and Contracted Services (6200)	
County-District Number or Vendor ID: 034907	Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
2	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$ 0	
	Contractor's subgrants, subcontracts, subcontracted services		$ 0	
	Contractor's supplies and materials		$ 0	
	Contractor's other operating costs		$ 0	
	Contractor's capital outlay (allowable for subgrants only)		$ 0	
		Total budget:	$ 0	
3	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$ 0	
	Contractor's subgrants, subcontracts, subcontracted services		$ 0	
	Contractor's supplies and materials		$ 0	
	Contractor's other operating costs		$ 0	
	Contractor's capital outlay (allowable for subgrants only)		$ 0	
		Total budget:	$ 0	
4	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$ 0	
	Contractor's subgrants, subcontracts, subcontracted services		$ 0	
	Contractor's supplies and materials		$ 0	
	Contractor's other operating costs		$ 0	
	Contractor's capital outlay (allowable for subgrants only)		$ 0	
		Total budget:	$ 0	
5	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$ 0	
	Contractor's subgrants, subcontracts, subcontracted services		$ 0	
	Contractor's supplies and materials		$ 0	
	Contractor's other operating costs		$ 0	
	Contractor's capital outlay (allowable for subgrants only)		$ 0	
		Total budget:	$ 0	

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 034907	Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)

	Specify topic/purpose/service:		☐ Yes, this is a subgrant
	Describe topic/purpose/service:		

6	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
	Contractor's payroll costs	# of positions:	$ 0	
	Contractor's subgrants, subcontracts, subcontracted services		$ 0	
	Contractor's supplies and materials		$ 0	
	Contractor's other operating costs		$ 0	
	Contractor's capital outlay (allowable for subgrants only)		$ 0	
		Total budget:	$ 0	

	Specify topic/purpose/service:		☐ Yes, this is a subgrant
	Describe topic/purpose/service:		

7	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
	Contractor's payroll costs	# of positions:	$ 0	
	Contractor's subgrants, subcontracts, subcontracted services		$ 0	
	Contractor's supplies and materials		$ 0	
	Contractor's other operating costs		$ 0	
	Contractor's capital outlay (allowable for subgrants only)		$ 0	
		Total budget:	$ 0	

	Specify topic/purpose/service:		☐ Yes, this is a subgrant
	Describe topic/purpose/service:		

8	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
	Contractor's payroll costs	# of positions:	$ 0	
	Contractor's subgrants, subcontracts, subcontracted services		$ 0	
	Contractor's supplies and materials		$ 0	
	Contractor's other operating costs		$ 0	
	Contractor's capital outlay (allowable for subgrants only)		$ 0	
		Total budget:	$ 0	

		Grant Amount Budgeted	
c.	Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:	$ 0	
a.	Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:	$ 0	
b.	Subtotal of professional services, contracted services, or subgrants less than $10,000:	$ 0	
c.	Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:	$ 0	
d.	Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:	$ 0	
	(Sum of lines a, b, c, and d) Grand total	$ 0	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #9—Supplies and Materials (6300)						
County-District Number or Vendor ID: 034907				Amendment number (for amendments only):		
Expense Item Description						
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:				**Grant Amount Budgeted**	
	☐ Print shop fees		☐ Technology-related supplies			$0
	☐ Postage		☐ Other:			
	☐ Copy paper		☐ Other:			
Technology Hardware—Not Capitalized						

	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6399	1			0	0		
	2			0	$0	$0	
	3				$		
	4				$		
	5				$		

		Grant Amount Budgeted	
6399	Technology software—Not capitalized	$ 0	
6399	Supplies and materials associated with advisory council or committee	$ 0	
	Subtotal supplies and materials requiring specific approval:	$ 0	
	Remaining 6300—Supplies and materials that do not require specific approval:	$ 0	
	Grand total:	**$0**	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #10—Other Operating Costs (6400)			
County-District Number or Vendor ID: 034907		Amendment number (for amendments only):	
Expense Item Description			**Grant Amount Budgeted**
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply: ☐ ESC-owned vehicle usage ☐ Other: ☐ Insurance ☐ Other:		$ 0
6411	Out-of-state travel for employees (includes registration fees) Specify purpose:		$ 0
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations. Specify purpose:		$ 0
6413	Stipends for non-employees (specific approval required only for nonprofit organizations) Specify purpose:		$ 0
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations Specify purpose:		$ 0
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees Specify purpose:		$ 0
6429	Actual losses that could have been covered by permissible insurance		$ 0
6490	Indemnification compensation for loss or damage		$ 0
6490	Advisory council/committee travel or other expenses		$ 0
6499	Membership dues in civic or community organizations (not allowable for university applicants) Specify name and purpose of organization:		$ 0
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations) Specify purpose:		$ 0
Subtotal other operating costs requiring specific approval:			$
Remaining 6400—Other operating costs that do not require specific approval:			$0
Grand total:			**$34191**

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See TEA Guidelines Related to Specific Costs for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
	Schedule #11—Capital Outlay (6600/15XX)				
	County-District Number or Vendor ID: 034907		Amendment number (for amendments only):		
	15XX is only for use by charter schools sponsored by a nonprofit organization.				
	6669/15XX—Library Books and Media (capitalized and controlled by library)				
1		N/A	N/A	$	
	66XX/15XX—Technology hardware, capitalized				
2	Mobile Tablet Devices	75	$729.99	$54749.00	
3	Protective outer covering for Mobile Tablet Devices	75	$99.79	$7484.00	
4			$	$	
5			$	$	
6			$	$	
7			$	$	
8			$	$	
9			$	$	
10			$	$	
11			$	$	
	66XX/15XX—Technology software, capitalized				
12			$	$	
13			$	$	
14			$	$	
15			$	$	
16			$	$	
17			$	$	
18			$	$	
	66XX/15XX—Equipment, furniture, or vehicles				
19			$	$	
20			$	$	
21			$	$	
22			$	$	
23			$	$	
24			$	$	
25			$	$	
26			$	$	
27			$	$	
28			$	$	
	66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life				
29				$	
			Grand total:	$62233	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 034907	Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:219

Category	Number	Percentage	Category	Percentage
African American	33	N/A	Attendance rate	97%
Hispanic	10	N/A	Annual dropout rate (Gr 9-12)	0%
White	174	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	2	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	117	54%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	3	>1%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	3	>1%	Average ACT score (number value, not a percentage)	N/A

Comments

Total enrollment for our district is 1076 of which 59.6% are identified as economically disadvantaged. Grades served with this grant will be 3rd, 4th and 8th grade. Total population for these grades is 219 of which 117 are economically disadvantaged.

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public					76	69				74					219
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:					76	69				74					219

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Schedule #13—Needs Assessment

County-district number or vendor ID: 034907	Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Needs assessments begin in Queen City ISD in early February of each year. Using the templates provided through Region 4 esc, each campus principal meets with their individual Site Based Decision Making (SBDM) team to review current data as well as current trends. The needs assessments state both strengths and weaknesses and allow for a starting point for both campus improvement plans and budgeting. Each of our district's three campuses identified the need for more technology to be placed in the hands of students citing digital media and creative content as the reasons for the need. Currently our district has few items of technology allowed for student checkout and none for teachers. Our data reflects the fact that all of our campuses need technology upgrades in order to run current and future programs. Currently we do have functioning computer labs at each of our campuses that allow for in school use of technology however, grade levels and content areas must compete for time allotments.

Many of our students do not have internet in their homes due to our rural locale. Parents who choose to offer internet in their homes are still bound to outdated satellite and dial up systems. These systems do not provide students sufficient ability to access intervention programs that are web based and could be made available to them at home.

We feel that the best way to utilize the resources provided to us through this grant is to offer wireless 4G service on mobile tablets. Mobile devices seem to be the only way to access web based programs at the speed of delivery needed to run the programs correctly.

In the 3rd and 4th grade we currently have 145 students, 76 of which are economically disadvantaged. Many of these students fall significantly behind state standards for passing in both Reading and Math. We offer these students V-Math, Math Facts in a Flash, Accelerated Reader and Istation as intervention activities. These programs are web based and will be used by the students at home, should we be awarded the grant.

In the 8th grade we currently have 74 students of which 44 are economically disadvantaged. Currently the 8th grade social studies test is the lowest performing test we have in our district. This is in part due to the inability to access digital content for this grade level and subject. Mobile tablet devices would increase students' ability to learn content due to the many APS that are available FREE and for purchase that could be loaded onto the devices.

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Schedule #13—Needs Assessment (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Student access to technology	For the first time in the history of the LEA, students would be assured the ability to access needed content from home. This helps in early intervention and acceleration of instruction.
2.	Diversity in instructional content	Student access to digital content will greatly increase participation in after hours instruction. Students will be eager to participate. Additionally, this will allow for rigorous content to be provided to our students.
3.	Staff development in content areas	Teachers will be participating in required digital content training. This not only helps them to understand the technology they will be using and encouraging their students to use, but may increase the teachers' own content knowledge.
4.	Increased parent involvement and two-way communication	The LEA is excited and prepared to engage and encourage parents to participate in their students learning. Because digital content has not been available in our area (still on dial up and satellite), parents will be excited to help their students learn using these new tools...that actually work!!!
5.		

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Schedule #14—Management Plan	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Director of Curriculum/Technology	Experience in our locally designed instructional technology plan, experience in designing and working through issues in our current technology system
2.	Middle School Librarian	Experience working with local technology, experience and background knowledge of student needs
3.	Elementary School Librarian	Experience working with local technology, experience and background knowledge of student needs
4.		
5.		

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective		Milestone	Begin Activity	End Activity
1.	Student access to technology	1.	Purchase mobile tablets	10/1/2014	10/15/2014
		2.	Apps intstallation	XX/XX/XXXX	XX/XX/XXXX
		3.	Student training on use of web based programs and apps	XX/XX/XXXX	XX/XX/XXXX
		4.	Student training on check out of devices	XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
2.	Parental Involvement in Technology Lending Program	1.	Parents of students wishing to borrow technology will be required to attend a training in its use	10/1/2014	10/31/2014
		2.	Trainings to be held on multiple days, during regular hours and after hours so as to accommodate working parents	10/1/2014	10/31/2014
		3.		XX/XX/XXXX	XX/XX/XXXX
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
3.	Professional development for teachers in use of digital content to assist in intervention activities for Math/Reading (3,4) and Social Studies (8).	1.	Professional Development Sessions	8/15/2014	11/30/2014
		2.		XX/XX/XXXX	XX/XX/XXXX
		3.		XX/XX/XXXX	XX/XX/XXXX
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
4.	Continuing professional development for teachers in use of digital content as new APS are developed and applied to devices	1.	Professional Development Sessions	12/1/2014	06/04/2015
		2.		XX/XX/XXXX	XX/XX/XXXX
		3.		XX/XX/XXXX	XX/XX/XXXX
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
5.		1.		XX/XX/XXXX	XX/XX/XXXX
		2.		XX/XX/XXXX	XX/XX/XXXX

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Schedule #14—Management Plan (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The campus contacts for the grant will provide monthly progress reports in writing in order to determine the status of the following: implementation of the grant, numbers of technology being accessed, level of staff involvement, level of parental involvement, numbers of students utilizing the programs and demographics of students utilizing the programs. In addition, local benchmark results will be reviewed for those students utilizing the programs to determine if additional or different software and/or APS need to be added in order to increase the level of success for the students. Other outcomes will include a comparison of baseline and progress assessments. The contact person will be responsible for the day to day collection of data while the campus staff will be responsible for administering tests, evaluation of the results and suggestions for improvements. In addition, regular discussions will be held with students and parents regarding feedback of the lending program. Campus staff will be responsible for holding these regular conversations. District staff will solicit feedback from teachers, contacts, parents and students as well as monitor progress on an on-going basis. The district staff will use the information to provide for continuous improvement of the project.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Currently, supplemental resources are available at each of the participating campuses but only during the school day and through the use of an existing computer lab. Very few students take advantage of opportunities afforded them because the opportunities are provided afterschool and often cause transportation issues.
Queen City ISD is committed to ensuring that the grant funds will be used solely in the manner which is outlined in this application. We will ensure that the participating campuses remain committed through constant feedback with our administrators, teachers and lending contacts. The LEA is also committed to paying the lending contact person(s) for two hours daily to make certain lending is available at both before and after school times four days a week. The extra duty pay will be paid from local funds used to support this opportunity.

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Schedule #15—Project Evaluation			

County-district number or vendor ID: 034907		Amendment # (for amendments only):	

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process		Associated Indicator of Accomplishment
1.	Number of parent-teacher trainings/meetings	1.	Sign in Sheets
		2.	Agendas
		3.	
2.	Number of teachers trained in utilizing digital content/media	1.	Sign in Sheets
		2.	Agendas
		3.	
3.	Number of students meetings district standards on local benchmarks	1.	DMAC reports reviewed at classroom, campus and district level
		2.	
		3.	
4.	Number of students meeting state/federal standards on STAAR testing for grades 3-4 Math and Reading and Grade 8 Social Studies	1.	TAPR Reports
		2.	
		3.	
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The LEA will comply with the evaluation requirements of the grant and of the Texas Education Agency and it will submit all evaluation reports requested by the Texas Education Agency. The district agress to provide information needed to evaluate the effectiveness of the program including student, teacher, staff, classroom and campus data.

Each nine weeks the district will assess use of the program and outline strengths and weaknesses needing correction through a review of: number of students utilizing the checkout system, number of teachers accessing the checkout system on behalf of students, number of minutes of 4G used per device, and the level of curriculum accessed through or attached to the devices. This formative process will provide the opportunity to identify and correct problems in a timely fashion throughout the grant cycle. The LEA will also review and consider use of devices by all special populations including economically disadvantaged and special needs students.

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district will use 100% of the grant funds to purchase mobile devices fitted with wireless 4G and protective cases. The district will pay for one staff member at each participating campus to act as a contact lender. This person will be paid extra duty pay from non-grant funds and will be responsible for maintaining the lending system. Teachers will be allowed to set aside one class set for use over a three day period to accommodate their needs. The checkout system will be on a first come first served so as not to establish preference. The lending hours will be Monday through Thursday 45 minutes before and 45 minutes after school.

The lending program will be advertised upon grant approval throughout the community in newsletters, on marquees and sent to all 3rd, 4th and 8th grade families through a call-out system. Parents and students will be required to attend a lending overview program to include the district's responsible use policies. Parents will also be given internet safety precaution information.

Once a responsible use and lending agreement has been signed by the parent/student, the student will be eligible for checkout at their campus. Students will be allowed to check out devices for a maximum of three consecutive calendar days. This policy is meant to alleviate preferential treatment and/or scarcity of devices. The contact lending personnel will maintain a list of students allowed to participate per their signed agreements and will checkout only through identification of these students. The contact lender will also be responsible for submitting to both the campus administrator and the district grant manager, the checkout logs identifying teachers and students utilizing the program. The contact lender will also notify the district grant manager and technology coordinator if a device is not returned in a timely manner or has been returned in disrepair.

Students will then be allowed to access their instructional media through the internet using their district student logins or through APS that have been pre-loaded for content.

All district materials will be tagged with asset numbers so as to identify their use solely for the purpose established in this application. Materials will be contained in a locked storage cabinet with only two keys available. The contact lender and the district grant manager will be responsible for maintaining the keys.

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district currently has a very limited amount of technology equipment available for lending. Grant awarded devices will greatly increase the probability that devices are available to students as needed.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Existing mission and goals of the LEA are to create well-rounded citizens who are able to participate in a global society. The LEA has continued to work on increasing technology available to our students. Grant awards will be greatly appreciated by all in the LEA and community because it is seen as a way for parents to help their students and learn technology themselves at the same time. Creation of a working lending program will propel our rural district into the technology realm that other districts have been able to do years ago. Our community and parents will be proud to become more technological.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district will prioritize campuses based on existing forms of functioning technology available to students and by a review of the district and campus needs assessments.

Equitable access will be afforded to all students wishing to participate including economically disadvantaged and special needs students.

Residential access will not be needed because within the grant application the district has requested 4G service attached to in the individual devices.

The LEA has pre-determined that 25 devices will be allocated at each grade level (3, 4 and 8). These needs were prioritized in a district level administrative meeting with all campuses present.

Internet will be provided through the use of a 4G plan attached to each mobile device. The district feels that this is in the best interest of affording the same opportunities to our homeless and low income students who may or may not have a habitable residence accessible to fixed internet services.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The lending program described in this application aligns with current curriculum through access to already existing digital content. Currently the grade levels compete for access to hardware in labs. With the addition of mobile devices, access to current curriculum will be increased.

Instructional practices will be increased through the use of mobile devices. Currently the LEA is looking for ways to increase instruction through reaching students at their point of need. Staff development in the use of the devices to reach students will help in training teachers not only in regard to technology, but also in strengthening their own content knowledge.

Current classroom management policies do not address the use of mobile devices in the classrooms. This is an area that will be addressed if and when the grant is awarded.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Currently the LEA uses the following electronic instructional materials. Grade level is in parentheses.

Istation (3,4)
Math Facts in a Flash (2, 3, 4)
V-Math (5, 6, 7,8)
Accelerated Instruction (K,1,2,3,4,5,6,7,8)
BrainPop (K,1,2,3,4)

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The LEA has a plan in place for providing staff development to teachers in the use of digital content during the week of August 18-22, 2014. In addition, if awarded the grant, the LEA will provide digital content training specific to grades 3 and 4 reading and math and 8th grade social studies. Non-grant funds will be used to provide the staff development and detailed records will be kept regarding agenda, qualifications of presenter, and teachers trained.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

LEA infrastructure has been in need of an upgrade for the last several years. As a part of the LEA's technology plan and current needs assessment, upgrades to access points has been scheduled for July 14, 2014. This is in an effort to provide total coverage in the areas where mobile devices will be used. Additionally, upgrades to speed in our infrastructure, inlcuding increased bandwidth of 100 mb, is scheduled for July 1, 2014.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Internet access will be provided through the use of a 4G plan attached to each mobile device. The district feels this is in the best interest of affording the same opportunities to our homeless and low income students who may or may not have a habitable residence accessible to fixed internet services.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

All devices will be capable of connecting to the district's existing wireless network at any of our facilities. This will provide seamless connectivity as students might go to different locations to participate in after school hour opportunities. All devices will be reloaded upon check-in and restored back to original state prior to being re-issued to the next user. This procedure will take minimal time and ensure that any potential personal information is expunged from the prior user before the next user is loaned the device. The need for additional technical support is one of the reasons we chose tablets over netbooks or laptops. Tablets require very littel support and are virtually innocuous to other issues that plague traditional computers. In the event a student does need help with the device, technical support is available at their campus from a technology liaison or from the staff member operating the checkout system. Verizon will be the provider of technical support if needed after hours with regard to 4G internet access.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district will use 100% of the grant funds to purchase mobile devices fitted with 4G wireless and protective outer cases. The district will pay for one staff member at each participating campus to act as a contact lender. This person will be paid extra duty pay from non-grant funds and will be responsible for maintaining the lending system. Students will be allowed individual checkout first. However, as available, teachers will be allowed to set aside a set of devices for use over a three day period to accommodate their needs. The checkout system will be on a first come first served basis so as not to establish preference. The lending hours will be Monday through Thursday 45 minutes before and 45 minutes after school.

The lending program will be advertised upon grant approval throughout the community and in the newspaper. Parents and students will be required to attend a lending overview program to include the district's responsible use policies. Parents will also be given internet safety precaution information.

Once a responsible use and lending agreement has been signed by the parent and student, the student will be eligible for checkout at their campus. Students will be allowed to check out devices for a maximum of three consecutive calendar days. This is to alleviate preferential treatment and/or scarcity of devices. The contact lending personnel will maintain a list of students allowed to participate per their signed agreements and will only allow these students the opportunity for checkout. The contact lender will also be responsible for submitting to both the campus administrator and the district grant manager, the checkout logs identifying teachers and students utilizing the program. The contact lender will also notify the district grant manager and technology coordinator if a device is not returned in a timely manner or has been returned in disrepair.

Students will then be allowed to access their instructional media through the internet using district student logins or through APS that will be pre-loaded for content.

All district materials will be tagged with asset numbers so as to identify their use solely for the purpose established in this application. Materials will be contained in a locked storage cabinet with only two keys available. The contact lender and the district grant manager will be responsible for maintaining the keys.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 034907	Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Each device will be equipped with a district asset tag that identifies it as belonging to the district and as a part of this program. The district will reserve five devices, of the 75 requested, to be used as a type of self-insurance. Any device that is known to be in need of repair will be replaced with one of the five in reserve until such time as the district has made repairs to the device in need. Repair costs will be the responsibility of the LEA and will be paid with non-grant funds. Strict documentation of the checkout system will be maintained to include: asset tag number, name of student checking out the device, current address for student (or location of residence), and parent or guardian's telephone number. The contact lender will have the student sign for the item upon checkout and will verify the about information each time a device is checked out.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The LEA will create a Technology Lending Agreement that will include the following components:
Acceptable use of device and Internet, Unacceptable use of device and Internet, Care of Equipment, Right to Privacy, Plagiarism and copyright infringement, Access to Inappropriate Material, Consequences, Implementation, District limitation of Liability, Indemnification.
Parents/guardians will be provided this information at one of the parent/student overview meetings and will be required to sign the acceptable use policy before their student(s) may be added to the approved checkout list. Guidelines for the policy will mirror the current district acceptable use policy already in place in the Student Handbooks on each participating campus.

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Via telephone/fax/email (circle as appropriate)	By TEA staff person: